

HOPTON-ON-SEA PARISH COUNCIL

Minute of the Parish Council Meeting held on Monday 13 September 2021 commencing at 7.00pm at Hopton Village Hall, Station Road, Hopton-on-Sea.

Present: Parish Cllrs: Chris Ward (Chairman), Jan Windsor-Luck (Vice Chairman), Keith Bradley, Yvonne Bradley, Jenny Spencer, Ruth Straughan, John Tonks. Also present: County/Borough Cllr. Carl Annison. Julie McNair, Clerk to the Council. Two members of the public attended.

The Chairman pointed out housekeeping matters.

1. To consider apologies for absence.

Received from Cllr. Sue Hacon.

2. To receive declarations of interest in respect of items on the agenda.

Cllr. Tonks declared a personal interest in item 12 as he is a volunteer for the Friends of Old St. Margaret's/Ruins.

3. Public Forum.

No items raised.

4. To confirm the Minute of the Parish Council meeting held 9 August 2021.

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

5. To receive County and Borough Councillors' Reports.

County/Borough Cllr. Annison advised that the local cycle/footpaths from Hopton onto the A47 have been cut back. [The Hopton roundabout has also been strimmed].

The NCC initiative for planting £1M trees is now underway. The trees are in packs of 10 and Cllr. Annison has a £1,500 allocation to be split between the four Parish Councils he represents. The packs could be made up of fruit trees, small (unspecified) trees or 30m of hedging (type unspecified). See also item 11 below.

Cllr. Annison has given his full support to the Local Cycling & Walking Infrastructure Plan for Great Yarmouth and Gorleston, including routes in Hopton.

Road signs that are in poor condition have been reported and should be repaired shortly.

The pavement outside McColls shop is privately owned and requires urgent work as it is uneven and a potential hazard for pedestrians. Cllr. Annison will be writing to McColls Head Office in this regard.

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

a) Correspondence. As circulated to all Cllrs.

b) Planning applications received:

06/21/0642/F Proposed first floor side extension over garage and single storey rear extension 8.40 metres x 5.178 metres at 2 Warren Road.

06/21/0649/F Proposed dormer extension to side elevation for new en-suite bathroom 18 Kennel Loke Hopton.

06/21/0704/F Variation of Condition 1 of PP 06/18/0432/F - (Two portable modular offices) - Extension of temporary consent until 24th September 2024 at Margaret Chadd House Sidegate Road Hopton.

06/21/0471/CU Amended – revised drawings. Change of use of existing paddock land to equine use and livery (retrospective) Land off Hall Road, Hopton.

06/21/0472/F Amended – revised drawings. Permanent retention of two existing horse stables (contrary to condition 1 of original planning permission 06/14/0573/F - requirement to remove them by October 2019) Land off Hall Road Hopton.

06/21/0700/D Approval of reserved matters (landscaping) for 18 dwellings, open space and associated works for PP 06/17/0438/0 Lowestoft Road (land adjacent).

All the above, no objection by the Planning Committee.

Planning Permissions Granted by GYBC:-

06/20/0638/CD Development Lowestoft Road. Water storage condition complied with.

Planning Permissions Refused by GYBC: None

Other:

06/21/0722/TRE Potters Resort – car park area. G1 32 x Poplar – crown lift by approx. 5M G2 3 x Poplar – fell 1 dead and 2 major declined trees. Renew application TP/30/13 as works not complete. No objection by the Planning Committee.

c) Finance. To agree invoices for payment and bank reconciliation statement.

Ten payments from the current account and three direct debits totalling £4990.51. It was proposed by Cllr. Windsor-Luck and seconded by Cllr. Straughan to approve the payments as listed and bank reconciliation statement. This was unanimously agreed.

d) Publication of Notice of Completion of Audit from PKF Littlejohn and clear Certificate.

The Parish Council has received a clear audit and certificate, year ended 31.3.2021. It was proposed by Cllr. Spencer and seconded by Cllr. Y Bradley to accept and publish the paperwork as read. This was unanimously agreed.

7. Special Motion: To temporarily suspend the Donations Policy in order to consider item 8 below, and thereafter re-instate the Policy.

It was proposed by Cllr. Ward and seconded by Cllr. Windsor-Luck to temporarily suspend the Donations Policy until item 8 below has been considered, and then to re-instate the Policy. This was unanimously agreed.

8. Special Motion: To consider a donation request from the organisers of the Queens Platinum Jubilee celebration event, to be held on Saturday 4 June 2022.

Following discussion at the last meeting regarding the type of community event being organised and the funding needed to make it a spectacular day, it was proposed by Cllr. Ward and seconded by Cllr. Tonks to make a donation of £1,500. towards the cost of organising the Queen's Platinum Jubilee event, to be held at the Recreation Ground on 4 June 2022. This sum will be paid from the Recreation Ground Events Budget. This was unanimously agreed. In addition, Borough Cllr. Hacon has also kindly pledged £500, being half of her Ward Cllr. budget.

9. To receive further information regarding Queen's Platinum Jubilee Commemorative Mugs.

The new headteacher (Kellie Eggleton) and deputy head (Chelsea Burton) have responded and they would be delighted to receive the gift of commemorative mugs to celebrate the QPJ. They have advised that 240 mugs would be sufficient for all pupils and staff. The Parish Council has already agreed a budget of up to £1,000.

The cost will be £1,398.60 plus VAT and delivery. It was proposed by Cllr. Ward and seconded by Cllr. Spencer to agree a further budget of £500 to cover the total cost of purchasing 252 mugs. This was unanimously agreed.

10. To consider a request by Cllrs. Yvonne and Keith Bradley to attend remote Induction Councillor training sessions on 14 and 21 October, 7 – 9pm, provided by Norfolk Parish Training & Support, at a cost of £40 per person.

It was proposed by Cllr. Spencer and seconded by Cllr. Tonks to approve the training at a cost of £80 from the training budget. This was unanimously agreed.

11. To consider the criteria and information regarding NCC's initiative to plant 1M trees in Norfolk. Application for tree packs closes end of September. Hedging packs may be available later this year.

Following discussion, it was proposed by Cllr. Ward and seconded by Cllr. Spencer to meet at the Recreation Ground this Saturday 18 September at 10am to investigate whether trees/hedging would be suitable at the front of the ground. This was unanimously agreed.

12. To consider a donation request from the Friends of Old St. Margaret's (FOOSM) for their winter planting at the Millennium Garden/Ruins.

Following a brief discussion, it was proposed by Cllr. Ward and seconded by Cllr. Straughan to make a donation of £60.46, as requested by the FOOSM, for the autumn/winter planting from the Ruins budget. This was unanimously agreed. The Council thanked the FOOSM for their work.

13. To consider information received from NCC regarding a lollipop crossing, and lighting outside the school on Coast Road during term time.

Following the discussion last month, Norfolk County Council are no longer taking on lollipop crossings, and those already in existence are not being replaced on retirement. Norfolk County Council favour zebra crossings. Cllr. Ward is attending a NCC Highways session this week and will raise a number of issues with the Highways Engineer for Hopton, including the upgrading of flashing lights outside the school and potential zebra crossing. It was proposed by Cllr. Ward and seconded by Cllr. Spencer that this item be brought back to the October agenda. This was unanimously agreed.

14. To consider matters relating to the Recreation Ground and Pavilion Building:-

a) Quotations from Greengrass Landscaping and GYB Services to trim (without spraying first) the front of the Recreation Ground, and remove waste.

The two quotations were discussed. It was proposed by Cllr. Windsor-Luck and seconded by Cllr. Spencer to agree the quotation from GYB Services at £243.88. This was unanimously agreed.

b) Quotation/Works Specifications from DynoRod regarding the blocked underground pipe, ladies toilet, Pavilion Building.

A further quotation was expected but hasn't materialised. The quotation from DynoRod was discussed. It was proposed by Cllr. Ward and seconded by Cllr. Tonks to agree the quotation of £995.00 for repairs. This money will be taken from the Recreation Ground tree budget. This was unanimously agreed.

c) Quotation from Anglia Heating to carry out emergency works and service the heating system.

The heating system is faulty and there is no hot water. Anglian Heating will be attending the building on Thursday 16 September to carry out emergency repairs. The cost is £50 per heating unit, plus labour. It was proposed by Cllr. Tonks and seconded by Cllr. Windsor-Luck to provide a budget of up to £500 for these emergency works to be carried out. This was unanimously agreed.

d) Renew door lock/handle on the external storage container at a cost of £41.92 plus VAT and £9.99 delivery charge from Kintech Limited.

Due to vandalism a new door handle and lock had to be ordered and has subsequently arrived. The Hopton Harriers FC will fit the new handle. It was proposed by Cllr. Ward and seconded by Cllr. Tonks to retrospectively approve the payment. This was unanimously agreed.

e) Broken external door frames, in particular the gent's toilet door.

Following discussion, it was proposed by Cllr. Ward and seconded by Cllr. Tonks to investigate further and obtain quotations for repairs. This was unanimously agreed.

f) Proposed installation of door stops to prevent frames getting damaged.

The door frames are being damaged by the doors being left to swing open. Door stops/hooks would prevent this happening. It was proposed by Cllr. Windsor-Luck and seconded by Cllr. Tonks to investigate further and obtain quotations. This was unanimously agreed.

g) Legionella testing kit at £55 including VAT. Results.

The water test samples have been sent off and the results awaited. It was proposed by Cllr. Straughan and seconded by Cllr. Y Bradley to retrospectively approve the payment. This was unanimously agreed.

h) Lower branches of tree nearest disabled toilet need removing.

Following a brief discussion, it was proposed by Cllr. Ward and seconded by Cllr. Tonks to obtain quotations to trim the tree and take away the cuttings. This was unanimously agreed.

i) Feedback from the Skateboarding/Scooter Event held Saturday 14 August 2021 at the Recreation Ground.

The event was well attended by young people, and King Ramps provided equipment and tuition. Following discussion, enquiries will be made about a suitable date for a summer event next year and whether demonstrations could also be incorporated in the skateboarding session. When further information is received it will be added to a future agenda.

j) Potential improvements to the skate park, adding a mini ramp and ledge. Subject to GYBC extending the lease of the Recreation Ground.

Pete King of King Ramps suggested that adding two small pieces of equipment to extend the skatepark would be beneficial. It was proposed by Cllr. Tonks and seconded by Cllr. Spencer to investigate further, and ask Mr King to provide a quotation. This was unanimously agreed. Any purchase and installation would be subject to the lease of the Recreation Ground being extended. This is in hand with Jane Beck, Head of Property and Asset Management, GYBC.

15.To receive a report following the SNAP meeting held 19 August 2021.

It was proposed by Cllr. Windsor-Luck and seconded by Cllr. Y Bradley to accept the SNAP meeting notes as read. The next SNAP meeting is Thursday 25 November 2021, 7pm via Microsoft Teams.

16.To consider running a children's Halloween colouring competition in the October edition of Village News, with four age categories, and four prizes of £10 each, total £40.

It was proposed by Cllr. Straughan and seconded by Cllr. K Bradley to approve the competition and payment of prizes totalling £40.00 vouchers. This was unanimously agreed.

17.To consider replacing the village map and retaining the old map.

It is uncertain who owns the old village map outside the doctor's surgery/village hall on Station Road. Costs vary for an updated map and surround. The existing map would be preserved for history of the village. It was proposed by Cllr. Ward and seconded by Cllr. Tonks to investigate this further and obtain prices for a newer map and surround. This was unanimously agreed.

18.To consider a nomination for co-option of a new Parish Councillor.

The Chairman advised this item is not for discussion. Following interview last month, it was proposed by Cllr. Ward and seconded by Cllr. Y Bradley to co-opt the candidate. This was agreed by majority vote. The candidate will be offered the position along with initial training prior to the October meeting.

19.To receive updates from previous Minutes:-

a) Village Sign repairs.

A quotation has been obtained from Fiona Davies, Artist and Village Sign Restorer at £1,242.50. The quotation is to strip, treat, fill, sand, prime, paint and lacquer the sign to bring it back to its original condition. It was further noted that birds sit on top of the sign and the mess they create is eroding the sign at a faster rate. Enquiries will be made whether a separate top could be fixed to prevent this happening. Following discussion, it was proposed by Cllr. Ward and seconded by Cllr. K Bradley to approve the quotation and set a budget of up to £1,500 to include the quotation and appropriate additional top. This was unanimously agreed. Cllrs. K Bradley and Ward will assist Ms Davies to remove/re-install the sign.

b) Separate metered electricity feed from the school to the Millennium Garden.

Howard Nelson, CEO for DNEAT has confirmed that a separate metered electricity supply can come off the school's supply. Costs are being drawn up and this should now progress quickly. It was proposed by Cllr. Ward and seconded by Cllr. Straughan to bring this matter back on the agenda when costings are known.

c) Monthly update from the Parish Cllr. representatives on the Village Hall Management Trust.

A brief report was given by Cllr. Windsor-Luck. In summary, the VHMT is looking at a new gas boiler at around £4,000. They have agreed that a Phoenix Karate banner can be placed on the front wall. The White Hart organised hedge trimming.

d) Community Village Litter Pick. Saturday 25 September 2021, meeting 10am car park of the Recreation Ground. Finishing 12 midday.

The second community village litter pick of the year is taking place on Saturday 25 September 2021. Please meet at 10am at the Recreation Ground main car park entrance. Litter picks can be borrowed, and GYBC refuse sacks provided. Please wear suitable clothing for the weather and your own gloves if you wish. Families are most welcome. Full rubbish sacks can be left next to public litter bins. These will be collected by GYB Services on Monday 27 September. The event will finish at 12 midday.

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

Confirmed. Monday 11 October 2021, 7.00pm at Hopton Village Hall. All residents welcome.

The Chairman closed the meeting at 8.00pm.

Signed: 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 (message service).

Website: <http://hopton-on-sea-parish-council.norfolkparishes.gov.uk/>