

HOPTON-ON-SEA PARISH COUNCIL

Minute of the Parish Council Meeting held on Monday 13 November 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), Kevin Lee, Pam Oakes, John Plaskett, John Tonks.

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

The Chairman pointed out housekeeping matters.

1. To receive apologies for absence and resignation.

Apologies received from County/Borough Cllr. Carl Annison and Borough Cllrs. Katy Stenhouse and Paul Wells.

Resignation received from Cllr. Jenny Spencer. An e-mail of thanks has been sent to Jenny for her hard work and dedication to the Council over the years.

The Notice of Vacancy was been published on noticeboards and website.

Ten residents/electorate of Hopton have written to GYBC requesting an election to fill the vacancy. GYBC advise that the likely cost of an election will be in the region of £3,850.00 which is payable by the Parish Council.

The Notice of Election will be published by Wednesday 15 November 2023 on noticeboards and website. If any adult residents are interested in putting themselves forward as a candidate to become a Parish Councillor, please contact Denise Wilby, Licensing and Electoral Services Manager at GYBC on 01493 846548. Completed nomination forms should be received by GYBC between Thursday 16 November and 4pm on Thursday 23 November 2023.

If the election is contested (i.e. more than one candidate) the poll will take place on Wednesday 20th December 2023. No poll cards will be issued to help save on costs.

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

There were none.

3. Public Forum.

In Summary:

- a) Thank you for removing the two small trees that were causing root issues.

4. To confirm the Minute of the Parish Council Meeting held 9 October 2023.

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

5. To receive County and Borough Councillors' Reports.

There were none.

6. To consider the Clerk's reports.

- a) **Correspondence.** As listed and circulated.

- b) **Planning applications.**

06/23/0416/HH Proposed single-storey side extension to east elevation at 14 Potters Drive Hopton on Sea Great Yarmouth NR31 9RW. Renewed application. No objection by the Planning Committee.

06/23/0588/HH Revised plan. Proposed Side & Rear Extensions , including new roof at Copperfield Sidegate Road Hopton-on-sea NR31 9AT.

A site visit took place. No objection by the Planning Committee.

Permissions Granted by GYBC:- None

Planning Permissions Refused by GYBC:

06/23/0556/CU Tally Ho Hall Road. Change of use existing garden room to beauty salon.

Refused by GYBC on grounds only access is via private transport.

Other: None

c) Finance. To agree November 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 £3,272.28 and one additional October payment of £81.60. It was proposed by Cllr. Oakes and seconded by Cllr. Hacon 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 2 November 2023.

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

b) Meeting Town Hall Wednesday 15 November to discuss GYBC's proposal to withdraw the Parish Council's concurrent functions grant in the sum of £1,500.

Cllrs. Windsor-Luck and Hacon will be attending.

c) Details of the tax base for Hopton expected from GYBC mid December 2023.

The Policies & Finance Advisory Committee will meet again to discuss the budget/precept once GYBC has advised the tax base.

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

a) Quotations from Abate Pest Management Services Ltd to remove the pigeon poo from the base of the Tower and generally clean as per GYPT report.

Two quotations have been received and discussed. It was proposed by Cllr. K. Bradley and seconded by Cllr. Tonks to agree the quotation in the sum of £2,669.00 plus VAT, which includes scaffolding. This was unanimously agreed.

b) Quotation to re-point parts of the walls.

Following discussion, it was proposed by Cllr. K. Bradley and seconded by Cllr. Oakes to agree the quotation of £220.00 from Roger Chapman to re-point part of the walls in accordance with the report from Darren Barker, Conservation Manager, Great Yarmouth Preservation Trust.

c) Replacement Christmas Teee.

Various options were put forward. Following discussion, it was proposed by Cllr. Hacon and seconded by Cllr. Plaskett to accept the offer of a free 3/4ft pot grown tree from the contract gardener, and to accept his quote to supply an 8ft tree, without roots, at a cost of £40, which would only last for the festive season. This was unanimously agreed. Cllrs. to take delivery of the 8ft tree and install.

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

a) Update remove brambles north side.

Brambles on the north side have been removed as previously agreed.

b) Quotation removal of one line of existing Laurels and re-plant at £68 (4 hours).

Following discussion, it was proposed by Cllr. Plaskett and seconded by Cllr. Tonks to agree to the quotation at £68. One row of existing Laurels will be removed and re-planted in a single centre row heading northwards. This was unanimously agreed.

c) Update removal of two trees north side rear of Noel Close.

This work has now been carried out by GY Services Ltd as previously agreed.

d) Tree and brambles north side Randall Close.

A request has been received to cut back the tree and brambles overgrowing the fence. Following discussion, and distribution of photos of the area, it was proposed by Cllr. Windsor-Luck and seconded by Cllr. Plaskett to ask Graeme Watson, Arboricultural Officer, GYBC to carry out a review of trees on the Recreation Ground to establish ownership and condition. This was unanimously agreed.

e) Quotation to repair leak, south changing, back room.

The system has been isolated and an estimate for repair is awaited.

f) Quotation to re-install post to car park entrance.

Following discussion, it was proposed by Cllr. Tonks and seconded by Cllr. Lee to approve the quotation from Roger Chapman in the sum of £120.00. This was unanimously agreed.

g) Wave water and sewerage charges – actual reading.

Following submission of the actual reading, the revised bill is £631.32 which is £450 less than the estimated one.

h) E-On Account.

A new contract has been offered for 12 months. Details have previously been circulated. It was proposed by Cllr. Oakes and seconded by Cllr. Tonks to agree the new contract. This was unanimously agreed.

i) Amendments to Building Safety Act 2022.

Changes have been made to the Regulatory Reform (Fire Safety) Order 2005 which apply to the Pavilion Building. The Government has produced a fire risk assessment checklist. This should be carried out as soon as possible, in association with a Manager from Hopton Harriers FC. It was proposed by Cllr. K. Bradley and seconded by Cllr. Oakes to arrange a meeting with the football team manager to carry out the new assessment and comply with regulatory reform. This was unanimously agreed. Cllr. Lee volunteered to take this forward.

10. To receive and consider information from NCC Highways regarding Warren Road pathway.

Paul Sellick, NCC Highways Engineer, has provided further information regarding the pathway. Mr Sellick advised that it is not a registered bridleway. The land does not belong to NCC and even though it is being used as a pathway, as it is not their land, they would not maintain it. Much the same as NCC would not maintain a path across a park, even if the path was being used by the public. NCC maintain Warren Road up to Cliff Cottages but no further.

For the pathway to be adopted by NCC, it must be offered for adoption by the owners. The path must be of a standard to be adopted so that the local authority does not become liable at the start. Mr Sellick is investigating further with colleagues in relation to the GY Local Cycling and Walking Infrastructure Plan, February 2022, which refers to the feasibility of potential cycling routes alternative to the A47 at Hopton.

Following discussion, it was proposed by Cllr. Windsor-Luck and seconded by Cllr. Oakes to give authority to Cllr. Plaskett to set up a meeting with the Warren Road Residents Association. The Clerk will also attend. This was unanimously agreed.

11. To receive and consider information regarding the development Lowestoft Road north (bungalows) and the condition the site has been left in.

County/Borough Cllr. Annison has been in contact with the people who developed the site and some clearing has started. His concern is that the gates need placing across the highway just after the sub-station, and a bollard placed in the footway to stop vehicles tipping waste at the end of the road. There are sections of the footpath still incomplete. Cllr. Annison has asked whether NCC can do this work using monies from the Highway Bond.

12. To consider the Natural Environment and Rural Communities Act 2006 duty on public authorities.

The Act placed a duty on public authorities to have regard to conserving biodiversity as part of their policy or decision making. This would include having regard to biodiversity when making purchases, managing land, woodlands, nature reserves, gardens, parks and public open space, community amenities, waste, pollution, energy, water, wood and plant products, roads, flood defences etc. The duty is reinforced under the Environmental Act 2021 and the government is asking councils to complete their first consideration of what action to take for biodiversity by 1 January 2024 and agree policies or objectives as soon as possible after that. This does not have to be too onerous; it is about encouraging councils to think about the natural environment as part of the decision-making process. For example, if a tree has fallen at the edge of a recreation space, could it be left to encourage an area of biodiversity? Following Cllr. Lee's suggestion to include school pupils in the exercise, it was proposed by Cllr. Hacon and seconded by Cllr. Windsor-Luck to appoint Cllr. Lee to investigate and write a draft policy for the Council. Cllr. Lee accepted. This was unanimously agreed.

13. To consider options to make the 80th anniversary of D. Day 6 June 2024.

Some suggestions were put forward for a 1945 style tea party, possibly involving the school, youth club and residents of Ritson Lodge if interested. It was proposed by Cllr. Windsor-Luck and seconded by Cllr. Y. Bradley to set up a group to progress this idea. Cllrs. Hacon, Lee and resident Zandra Ward volunteered. This was unanimously agreed.

14. To receive and consider updates from previous Minutes.

a) Expenditure of developer Contributions towards Open Space. Project Bid submitted to GYBC and acknowledged.

The outcome should be known in January 2024.

b) Report from the Village Hall Management Trust meeting held 8.11.2023.

The report has previously been circulated.

c) Appointment of Cllr. to the Planning Committee.

A vacancy exists on the Planning Committee. It was proposed by Cllr. Hacon and seconded by Cllr. Plaskett to appoint Cllr. Windsor-Luck to the Planning Committee. This was unanimously agreed.

15. To pass a resolution: Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of items 16 below.

It was proposed by Cllr. Hacon and seconded by Cllr. Oakes to pass the resolution above. This was unanimously agreed. Resolution passed. Members of the public/press left the meeting.

16. To receive notification of National Salary Award 2022/23, to be backdated from 1 April 2023. To receive information and consider staff annual leave.

The new National Salary Award has been approved, with effect from 1st April 2023. It was proposed by Cllr. Windsor-Luck and seconded by Cllr. Hacon to confirm the National Salary Award and Spinal Column Point pay increase, backdated to 1st April 2023. This was unanimously agreed.

Following discussion in relation to staff annual leave, it was proposed by Cllr. Hacon and seconded by Cllr. K. Bradley to pay up to 10 days annual leave at the end of each holiday year, if up to that amount of annual leave remains and has not been taken. This was unanimously agreed.

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

Confirmed Monday 11 December 2023, 7.30pm in the Village Hall.

The meeting closed at approx. 8.25pm.

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