



## **FULL COUNCIL MEETING - FINAL MINUTES**

**A meeting held in the Hub on Thursday 30<sup>th</sup> June 2021, 6.30pm**

### **Parish Councillors Present:**

Cllr Elaine Allsop, Cllr. Malcolm Allsop (Chair), Cllr Philip Everett, Cllr Angela Ireland, Cllr Ian Joynson, Cllr Peter Mantle.

Also in attendance: Cllr Martin Murrell (Broadland District Council (BDC)), Cllr Fran Whymark (BDC & Norfolk County Council (NCC)) and Cllr Peter Howe, (Chair, Hoveton Parish Council).

3 members of the public were also present.

**Clerk:** Clare Male

1. **ATTENDANCE** – apologies received and accepted from Cllr Barry Fiske and Cllr Sylvia Holyoake.
2. **DECLARATION OF INTEREST** Members are invited to declare a previously undisclosed interest relating to any item on the agenda and to ask for a dispensation to vote on matters in which they have a disclosable pecuniary interest or other non-financial interests. None.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **3<sup>rd</sup> June 2021**.
4. **PUBLIC SPEAKING**
  - 4.1. A report was received from District Councillor Martin Murrell. Update on Rackheath development of 4,000 houses, 3 new schools and associated economic development – an environmental impact assessment has been published.
  - 4.2. A report was received from County Councillor for Wroxham Ward Fran Whymark. Free school meals will be provided by Norfolk County Council over the summer holidays but those eligible must be registered with their school by the 21<sup>st</sup> July. Norfolk Carers are invited to apply for a carers pack which includes essentials such as PPE and a few luxuries (0800 0831 048). Norwich Western Link contract has been awarded to Ferrovial. Budgets are being set for next year. There is a £39 million funding gap after a 2% Council Tax increase. Pushing back to central government for better budget planning.
  - 4.3. A review of crime figures and any update from **Norfolk Police**. None received.
  - 4.4. Public speaking. Peter Howe, Chair of Hoveton Parish Council updated the Council on their new Clerk; Station Road and ongoing discussions with the Broads Authority; the HPC area of Pocket Park has a new maintenance regime; work is ongoing with the Village Hall committee to support and develop the Hall and park; Platinum Jubilee celebrations – suggested that WPC and HPC work together – to be discussed at future joint meetings; funding for cycle stands – also to be discussed at a future joint meeting.
5. **MATTERS ARISING FOR INFORMATION ONLY**

- 5.1. Correspondence from a boat owner wanting to moor at Bridge Broad marina complaining about the limited times available to be able to clear Wroxham bridge due to the water levels. Also directed to the Broads Authority and Environment Agency.
- 5.2. Norfolk County Community Safety Partnership (NCCSP) has launched an eight-week consultation to understand what residents believe will make Norfolk a safer place to live, work and visit. The consultation will run for eight weeks from 24 May 2021, closing on 16 July 2021.
- 5.3. Landamores fence – final panel has now been replaced.
- 5.4. Annual Parish Partnership from Norfolk County Council. It is a 50-50 project cost split and the allowed items are limited to small lengths of formal footway; Trods (a simplified and low-cost footway); improved crossing facilities; improvements to Public Rights of Way; SAM2's; new Bus Shelter or Shelter Lighting. Deadline is not until December. For next meeting.
- 5.5. ROSPA safety report – for next meeting
- 5.6. Additional planning applications received since the agenda was issued.
  - 5.6.1. New entrance sign at site pedestrian entrance off Norwich Road. Norfolk Broads Direct Ltd, Norwich Road, Wroxham. Broads Authority application number BA/2021/0228/ADV. Deadline for comments 16<sup>th</sup> July 2021. Object to the application. Councillors, supported by comments from residents, thought the signage was obtrusive, restricted pedestrian access and created unnecessary street clutter.
  - 5.6.2. Extension of driveway. 66 Charles Close, Wroxham, NR12 8TT. Broadland District Council application number 20211180. Deadline for comments 18<sup>th</sup> July 2021. No objection.
  - 5.6.3. Two storey rear extension and flue for wood burning stove. 33 Charles Close, NR12 8TU. Broadland District Council application number 20211097. Deadline for comments 23<sup>rd</sup> July 2021. Still to be reviewed.
  - 5.6.4. Additional tree works application - Tree Parking Space Associated with Staithcote, Opposite Kingfishers Reach, Beech Road, Wroxham. Application Number: BA/2021/0240/TCAA. Proposal: T1 & T2: Willow - remove. Deadline 15<sup>th</sup> July 2021. Still to be reviewed.

## 6. CORRESPONDENCE

- 6.1. Queens Platinum Jubilee June 2022 – invitation to participate in the Jubilee beacons event. To be discussed at the Wroxham & Hoveton Alliance. All ideas welcome.
- 6.2. Invitation from Norfolk Pension Fund to attend their Employer Forum on Thursday 8 July. Noted.
- 6.3. PGA019 - Wroxham to Salhouse - Speed Limit Reduction – noted that NCC Highways have agreed to consult to move the 30mph sign further south to allow motorists time to slow before they reach the estate.

## 7. PLANNING – Cllr M Ailsop

- 7.1. Erection of garage at Coot Wood, Beech Road. Broads Authority application number: BA/2021/0170/FUL. Deadline for comments 25<sup>th</sup> June 2021. No objection.
- 7.2. Muscat House, 171 Norwich Road, Wroxham, NR12 8RZ. Erection of a single storey rear extension, replacement conservatory and car port to side of existing garages. Broadland District Council application number 20210996. Deadline for comments 14<sup>th</sup> July. No objection.
- 7.3. New tree works application: Sheerwater, Beech Road, Wroxham. Broads Authority Application Number: BA/2021/0168/TCAA. Proposal: G1: scrub - cut back from the navigation. T2: Alder - remove. Deadline for comments 30<sup>th</sup> June. No objection.

## 8. FINANCIAL MATTERS – Cllr Joynson

- 8.1. Reviewed this period's financial position:
  - 8.1.1. Note total bank balances for period of £75,140.
  - 8.1.2. Receipts - noted receipts in the period of £0.10.
  - 8.1.3. Payments - agreed payments of £4923.56 as follows:
 

Land registry information	HM Land Registry	£6.00
Cemetery costs	Brunel Engraving	£127.56
Cemetery costs	Brunel Engraving	£6.90
Clerk's mobile phone bill	Vodaphone	£22.09
Bin emptying	Biffa	£79.44
Zoom subscription	Zoom US	£14.39

Locum cover for Clerk absence	Norfolk Parish Training & Support	£607.64
Bat box attachments for Keys Hill Wood	Cllr Ian Joynson (B&Q)	£35.48
Hall hire for May	The Wroxham Hub	£46.00
Hall hire for June	The Wroxham Hub	£30.00
Cemetery storage	Cllr Peter Mantle (B&Q)	£16.93
Bench maintenance at The Avenue	Cllr Peter Mantle	£24.20
Internal audit fee	Heelis & Lodge	£265.00
Street lighting maintenance for July - Sept	TT Jones electrical	£13.50
Insurance cover for 2021 - 22 - 3 year package	BHIB insurance	£847.64
Annual playground inspection	Playsafety Ltd	£103.20
Staff salary, tax, NI & Pension	Clare Male	£1,555.34
Staff salary, tax, NI & Pension	HMRC	£478.82
Staff salary, tax, NI & Pension	Norfolk Pension Fund	£597.18
Clerk's travel	Clare Male	£20.25
Clerk's expenses	Clare Male	£26.00

**8.2.** Procurement & Budget responsibility group – received a brief report on the first meeting from the Clerk. Discussed grass cutting contracts due to expire at the end of this calendar year. Also, the Agnes Gardener Playground project procurement. Details to be raised at the next Finance Committee.

**8.3.** Audit 2020/21:

8.3.1. Noted and agreed the financial statement for 2020/21. Balance at the end of the 20/21 financial year was £61,910 with receipts of £68,427 and payments of £77,264.

8.3.2. Noted and agreed the report of the internal auditor. No issues raised.

8.3.3. Considered and agreed by resolution the Governance Statement.

8.3.4. Considered and agreed by resolution the Accounting Statement.

8.3.5. Noted the dates for the exercise of public rights from the 1<sup>st</sup> July to the 11<sup>th</sup> August.

**8.4.** Accepted a proposal for the insurance renewal which expires on the 4<sup>th</sup> July 2021. Existing 3-year contract cancelled due to poor service. Agreed to a 3-year deal with BHIB insurance for £832 which includes Clerk cover for absence. Clerk to action. **ACTION CLERK**

## **9. GOVERNANCE AND ADMINISTRATION – Cllr Everett**

**9.1.** Reviewed and agreed the Roles and Responsibilities. Clerk to publish online. **ACTION CLERK**

**9.2.** Reviewed and agreed the Vexatious Complaints policy. Clerk to publish online. **ACTION CLERK**

## **10. LIASON WITH OTHER BODIES – Cllrs M Ailsop**

**10.1.** Report from the Wroxham & Hoveton Alliance including Station Road complaint, the Market Town Improvement Strategy and notification from Norfolk County Council that Wroxham and Hoveton have jointly been awarded funds for additional cycle parking (PEA055 Market town cycle parking). Meeting delayed until next week.

**10.2.** Norfolk Police – received a report from the virtual Priority Setting Meeting for Wroxham and the surrounding parishes held on Wednesday 16th June at 6pm. Update on the local Beat Manager post which is still uncertain.

## **11. ACTION PLAN 21/22:**

### **ACTIVE PROJECTS:**

**11.1.** Management plan for Caen Meadow and Trafford Memorial Ground – **Cllr Everett**. Reviewed and agreed the proposed plan so far. Agreed to set up a group to add more detail and discuss plans for public consultation. Cllr Everett gave a presentation of signage at Caen Meadow. Sign at the bottom of the slipway to be removed by Cllr Mantle. **ACTION CLLR EVERETT & CLLR MANTLE**

**11.2.** Wherry Garden adoption – **Cllr Fiske**. Update from the Clerk. Preliminary legal advice has been received. Need to obtain further details of the wayleaves in place over the site and need clearer marked plans from Hopkins Homes. A small additional area next to the pumping station has been added by Hopkins Homes to the plan for adoption. Group to meet in July to review boundaries and to agree process and plans for adoption including public consultation

and maintenance contracts. Lawyers are advising that post agreement it will be 12 weeks to adoption. NCC Highways have agreed the adoption of the Highways with Hopkins and once that transfer is complete the bus shelters will be adopted by Wroxham Parish Council.

- 11.3. Cemetery improvements and extension - **Cllr Mantle**. Agreed areas to be consecrated which can now be forwarded to Birketts who act on behalf of the Diocese. Clerk to action. **ACTION CLERK**
- 11.4. New village sign – **Cllr E Allsop**. Opening event on the 16<sup>th</sup> July at 11am will now be restricted by delayed C19 rules. The event is limited to 30 people and the refreshments after the unveiling will have to be held outside. If it rains and reduced number of guests can be hosted inside the Hub. Members of the public and partners are asked to socially distance on the other side of the road.
- 11.5. Agnes Gardner Playground improvements - **Cllr Joynson**. Has met with a second contractor to discuss possible options. To produce a spec based on the advice given so far for presentation to Finance committee. **ACTION CLLR JOYNSON**
- 11.6. Wroxham in Bloom – **Cllr Ireland**. Need to complete a further licence form for Highways for the bed on the corner of The Avenue. Agreed that this will now be postponed until spring next year. **ACTION CLERK**

12. **ROAD SAFETY & SAM 2 – Cllr Joynson**. Reviewed the data for the SAM2 devices. Speed has dropped, due to the volume of traffic.

13. **RECREATIONAL AREAS:**

- 13.1. **TREES - Cllr Joynson**. Reviewed a proposal of sites in the village for new trees. Agreed to proceed with the sites that Wroxham Parish Council own or lease and then to contact other landowners with suggestions. To produce a priority list for the September meeting to allow a NCC grant application and planting over the winter season. **ACTION CLLR JOYNSON**
- 13.2. **KEYS HILL WOOD – Cllr Joynson** - Boxes have been fitted - one owl and two bat.

14. **STREET SPACES –**

- 14.1. **NCC HIGHWAYS ISSUES** – to note that Church Lane resurfacing – potholes not filled and tar very sticky – discussed the response from Highways; footpath between Norwich Road & Staitheway Road (FP1) – fingerpost replaced on Staitheway Road; pot holes in Beech Road reported. Drains in Staitheway Road have been cleared. Anglian Water manhole cover being replaced on Norwich Road.

15. **ITEMS FOR NEXT AGENDA** – 2nd September at 6.30pm. ROSPA report. Flooding next to the river bridge.

Meeting closed at 8.15pm  
Clare Male, Clerk

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Signed.....

Dated.....