



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 2nd March 2023, 6.30pm

Parish Councillors Present: Cllr Elaine Allsop, Cllr. Malcolm Allsop (Chair), Cllr Philip Everett, Cllr Barry Fiske, Cllr Sylvia Holyoake and Cllr Peter Mantle.

Also present: Seven members of the public.

Clerk: Clare Male

1. **ATTENDANCE** - Noted those present and apologies from Cllr Ian Joynson (Covid), Cllr Martin Murrell (Broadland District Council (BDC) (BDC extraordinary meeting); Cllr Fran Whymark (Norfolk County Council (NCC), Broadland District Council (BDC) & Broads Authority (BA) (holiday).
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 declared.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **2nd February 2023**.
4. **PUBLIC SPEAKING**
 - 4.1. Report from Broadland District Councillors (BDC) – it has been voted and agreed that there will be no District Council Tax rise for the year 2023/24.
 - 4.2. Report from Norfolk County Councillor (NCC) – Council Tax increase of 4.99% increase (2.99% general and 2% Adult Social Care). Reminder that there are District & Parish elections coming up on 4th May. ID will be needed to vote. County Deal consultation is underway.
 - 4.3. Public speaking:
 - 4.3.1. Thatched Cottage planning application – complaint about BDC’s handling of the matter.
 - 4.3.2. Fallen leaves on The Avenue – noted that the Clerk has requested BDC sweep and NCC unblock the drains on The Avenue and Staithe Way Road.
5. **MATTERS ARISING FOR INFORMATION ONLY/**
 - 5.1. To note an invitation to WPC Chair from the Chair of the BDC Council’s Civic Reception – RSVP 8th March. **ACTION CLLR M ALLSOP**
 - 5.2. Gas main replacement project by Cadent update. Complaint from a resident on the Norwich Road that the works would be completed on the Norwich Road by the 1st March. Cadent engagement coordinator has left the business, have been petitioning for a replacement. More news to follow.
 - 5.3. Property in Salhouse Road – complaint about vermin caused by rubbish in the garden. Reported to Clarion Housing and BDC.
 - 5.4. Cemetery extension – hearses are using the grassed extension as a turning circle and it is creating ruts in the grass. Agreed to explore options and discuss at the next Finance meeting. **ACTION CLLR MANTLE**

- 5.5. New planning application since the agenda was issued - Scout Headquarters Nobel Crescent Wroxham Norfolk NR12 8SF - Two storey rear extension, single storey front extension and raised roof profile over entire building. Deadline for comments 22nd March – one objection on FB. In contact with the Scouts on the issue of parking and a possible pull in. Public meeting this evening at the Scout Hut. Agreed to arrange a meeting on site to review.

ACTION CLERK

6. PLANNING & TREE WORKS – Cllr M Allsop & Cllr Joynson

- 6.1. Water abstraction licences –
- 6.1.1. Reviewed a new licence application for Trafford Estate. Await a planning application for a new reservoir.
- 6.1.2. Noted that a notice of revocation of licences by the Environment Agency for the Ant basin, none in Wroxham.
- 6.2. Updates to the North Norfolk Local Plan – noted an increase in the size of the Hoveton site but no increase in the number of houses. To maintain a watching brief.
- 6.3. Thatched Cottage, Beech Road, BDC application no 20221843 (revision) – report from Cllr Everett on the ongoing issues and complaint from a neighbour. WPC previously objected to the application. Agreed to ask for the application to be called in and then it will be assessed by the BCD Planning Committee.
- 6.4. 3 Park Road, NR12 8SB. Single storey rear extension. BDC application no 20221833. Deadline for comments 1st March 2023. No objection.
- 6.5. Tree works applications in BA and BDC Conservation Areas. No objections.
- 6.5.1. 46A Charles Close, BDC application no 20230192, reduce oak.
- 6.5.2. High Trees, 17 The Avenue, BDC application no 20230196, reduce and relocate conifer.
- 6.5.3. Gribbins, 21 The Avenue. BDC application no 2023/0321. Coppice hazel.
- 6.5.4. Keys Hill Wood, Wroxham Parish Council. BDC application no 2023/0270. Work to 5 sycamores. Noted 3 are to be left as monoliths for wildlife.

ACTION CLERK

7. LIASON WITH OTHER BODIES – Cllr Mantle & Clerk

- 7.1. **BDC Town and Parish Council Forum** – Clerk reported on the meeting of the 13th February. Noted the next meeting on the 15th March.
- 7.2. Briefing on the “**Countrywide local Cycling & Walking Infrastructure Plan**” presented to BDC Housing & Planning Committee on the 8th February, including a proposal for Wroxham, without consultation. Noted that Hoveton Parish Council (HPC) had met with NCC on the initiative without contacting Wroxham PC. Agreed that Cllr M Allsop will write to Cllr Whymark and HPC expressing disappointment.
- 7.3. “**County Deal**” – discussed how to respond to the NCC consultation. Closing date 20th March. Drop-in session on the 10th March at Wroxham Library. Agreed that Clerk will arrange a meeting to discuss the detail.

ACTION CLLR M ALLSOP

ACTION CLERK

8. FINANCIAL MATTERS – Cllr Fiske

- 8.1. Reviewed the period's financial position:
- 8.1.1. Noted total bank balances for period of £42,134.66.
- 8.1.2. Receipts – noted no receipts in the period.
- 8.1.3. Payments - agreed payments as follows:
- | | | | |
|---------------------------------------|-----------------------------|-----------|---------|
| Energy for footway lighting | Npower | £29.20 | |
| Clerks mobile phone | Vodafone | £11.80 | |
| Data protection renewal | ICO | £35.00 | |
| Councillor leaving cards | Thortful.com | £12.40 | |
| Cemetery water supply | Anglian Water Business | £17.73 | |
| Hall bookings - February | The Wroxham Hub | £30.00 | |
| Payroll service 21/22 & 22/23 | LGS Services | £158.40 | |
| Fitting of two benches at Caen Meadow | NJS Norfolk (Neville Smith) | | £450.00 |
| Subscription | Broadland Tree Network | | £50.00 |
| Clerk's employment costs | Clare Male | £1,709.50 | |
| Clerk's employment costs | HMRC | £533.78 | |
| Clerk's employment costs | Norfolk Pension Fund | £667.40 | |
| Clerk's expenses | Clare Male | £26.00 | |

Clerk's travel Clare Male £23.85

- 8.2. Noted the Clerk's ongoing issues with Barclays bank on money laundering – freezing account, asking repeated times for inappropriate information. Agreed to discuss moving bank accounts at Finance committee.

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

- 9.1. Election update. Clerk has created a page on the WPC website with all the information. Briefed on the key dates, nomination process, and noted the requirements of the pre-election period (16/03/2023 to 04/05/2023), formally known as purdah.
- 9.2. Standing orders - no change. Procurement update to follow in the next couple of months.
CLERK TO PUBLISH
- 9.3. Approved a letter confirming the current terms of the Clerk's contract.
- 9.4. Noted renewal of ICO membership for data protection fee.

10. **ACTION PLAN:**

10.1. **Adoption of Wherry Gardens public spaces update – Cllr Fiske.**

- 10.1.1. Noted and signed the updated transfer plan that aligns with Land Registry.
- 10.1.2. Voted and agreed on the proposal to adopt the estate with immediate effect, as requested by Hopkins Homes, rather than the 3rd April.
- 10.1.3. Bins – met with BDC supplier Veolia on site. The dog bin does not conform with their Health & Safety requirements and will need to be changed. Clerk to order a new one to match existing bins elsewhere. They are happy to empty the blue bins in the playground but the final decision rests with BDC. Hedges – two hedges that are too large for hedge cutting, conifer hedge next to entryway footway and beech hedge next to WG “green”, both require tree surgery. Have been in contact with occupant of 263 Norwich Road regarding the conifer hedge. Footpath that goes through their garden, through the conifer hedge and onto WG (FP3) has still not been relocated – due to go to the Planning Inspectorate in July/August 2023. Proposed and agreed that these two hedges will be reviewed again in Autumn 2023. **ACTION CLERK**
- 10.1.4. Noted a request from a resident for better lighting and signage at the entrance to Wherry Gardens. Response from Highways is that it has been audited and no changes will be made. Agreed to review this once the site is formally adopted.

- 10.2. **Coronation – Cllr E Allsop & Clerk.** Update from the last meeting with Hoveton PC and other local groups. Very little interest and will to get involved in this event. The Taverham band and miniature donkeys are the only attractions agreed so far. Agreed to go to the next meeting and suggest that the event has little public support and that staging a Coronation event should be reconsidered. **ACTION CLLR E ALLSOP**

11. **HISTORIC & BURIAL SPACES**

- 11.1. Update on a permanent memorial for Agnes Gardner King in St Marys Church – **Cllr E Allsop.** Grave will be tidied up and levelled off. A plaque will be added which duplicates the wording that was on the cross that had to be removed. Another plaque will be added which explains who Agnes Gardner King was and what she contributed to the village. Awaiting Diocesan approval and then will arrange an unveiling ceremony.
- 11.2. New tree for St Mary's churchyard – noted approval has been given by the Diocese and agreed the proposal to plant a specimen crab apple tree in autumn 2023. To take costs to Finance committee. **ACTION CLLR JOYNSON**

12. **RECREATIONAL SPACES – Keys Hill Wood – Cllr Joynson.** Application to reduce and remove a number of dead trees is with BDC (see item 6.5.4). Work programmed for the 8th March. Has been delayed due to the introduction of a new planning IT system at BDC. A full nest inspection will take place beforehand to ensure no wildlife is disturbed.

13. **STREET SPACES – Cllr Mantle.** Approved costs to tidy **southerly village flower bed**, apply a membrane and add wood chip. Lavender plants to be relocated to the Cemetery memorial flower bed. Clerk to place order. **ACTION CLERK**

14. **SPEEDING** – Clerk reported on Freedom of information request for SAM2 data. Noted that applicant had accepted a reduced amount of data. Noted feedback from applicant was that passive education and discussion with local residents is the lowest cost and most effective method of driver awareness. Clerk had been in touch with Horning PC (and Highways) who have a 20mph limit through the village. Noted that it is very different to Wroxham – a commercial area with high tourist footfall in the summer. Horning reported that there are a number of similarities – requests to extend the 20mph zone, pedestrians feeling unsafe, insufficient pavements, SAM data recording average speeds under the speed limits. Agreed to start publishing SAM2 data on the WPC website. Noted no data presented this month due to sickness. **ACTION CLERK**

15. **CORRESPONDENCE:**

- 15.1. Complaints from residents about overflowing dog bins on The Avenue – noted collections have increased to twice a week; request to relocate squashed daffodils on the Norwich Road - declined; blocked drains on Staitheway Road and on The Avenue – reported to BDC and they have been out to inspect them; gas works reinstatement on Keys Drive and the Salhouse Road – see item 5.2.
- 15.2. Norwich Western Link – noted that NCC Highways been in contact to advise of postponement of final plans to Cabinet.
- 15.3. Correspondence with residents about tree works in ditch adjoining Salhouse Road & Wherry gardens. Tree works have been undertaken. Stumps have been left to ensure bank stability.

16. **ITEMS FOR NEXT AGENDA** – 6th April 2023 at 6.30pm – will need to review Parish Council election nominations and to decide if May meeting needs to be moved from the 11th to the 18th due to an election. Apologies Cllr Fiske.

Cllr Barry Fiske - a presentation was made to say goodbye and thank Cllr Fiske for his work to the Council over the last six years.

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Clare Male, Clerk & RFO to the Parish Council

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Signed by.....

Dated.....