



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 9th June 2022, 6.30pm

Parish Councillors Present: Cllr Elaine Allsop, Cllr. Malcolm Allsop (Chair), Cllr Angela Ireland, Cllr Ian Joynson, and Cllr Peter Mantle.

Also present: Cllr Martin Murrell (Broadland District Council (BDC) and 26 members of the public.

Clerk: Clare Male

1. **ATTENDANCE** - Noted those present and considered apologies for absence from Cllr Philip Everett and Cllr Barry Fiske.
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.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **5th May 2022**.
4. **PUBLIC SPEAKING**
 - 4.1. Report from District Councillor Martin Murrell – Broadland District Council is working on issuing additional payments through the Energy Bills Support scheme. Also to note that there is a meeting about the new Rackheath Medical Centre from the Hoveton & Wroxham medical centre on the 14th June.
 - 4.2. To receive a report from County Councillor for Wroxham Ward – no report sent.
 - 4.3. Public speaking:
 - 4.3.1. Ultra-fast Broadband for Wroxham. Resident noted that this will not be installed in Wroxham to 2026. Cabinets appear to be in Hoveton & Belaugh. Jerome Mayhew MP is involved and is having a meeting with other providers shortly. Council to take the matter further. **ACTION CLERK**
 - 4.3.2. Parking issues in Nobel Crescent on a Sunday. Clerk to write to St Mary's Church and ask them to speak to the congregation. **ACTION CLERK**
 - 4.3.3. Mud on path on The Avenue green – Clerk to report to Highways but also advised resident to report it online on the Norfolk County Council website. **ACTION CLERK**
5. **MATTERS ARISING FOR INFORMATION ONLY** – none.
6. **PLANNING** – Cllr M Allsop

6.1. Rackheath north - Outline application for a mixed use residential led development with up to 3,850 dwellings (C3); employment land (E.g. (i, ii, iii) , B2 & B8); two local centres (C2, C3, E, F1, F2, sui generis); two primary schools, one secondary school. Broadland District Council application no: 20220663. Deadline for comments 21st June 2022. Agreed there is a need for a footpath/cycle path between the two conurbations. Clerk to research and write a response.

ACTION CLERK

6.2. Land To the West of Church Farm, Nobel Crescent, Wroxham. Temporary construction of lagoon structure to hold dredged river sediment for drying. Broads Authority application no: BA/2022/0138/FUL. Deadline for comments 27th May 2022 (extended to allow for discussion at this meeting). **OBJECT** on the basis of size, noise (construction and use), smell, insect life, impact on the Cemetery, construction traffic, flood risk. Agreed to attend the Broads Authority planning committee on the 22nd July. WPC to publicise issue. **ACTION CLLR M ALLSOP**

6.3. 25 Stevenson Road, NR12 8FE. Single storey side and rear extension. BDC application number 20220864. Closing date for comments 24th June. **NO OBJECTION.**

6.4. Solar panels in Article 4 areas – discussed the response from BDC’s Senior Heritage & Design Officer. Clerk will make this available to the public. **ACTION CLERK**

6.5. Complaint from resident about how the Council handles enforcement matters. Clerk proposed that this area needs a policy so there is a comprehensive process to handle enforcement matters. Clerk to arrange meeting of the planning group to review. **ACTION CLERK**

6.6. Tree works applications:

6.6.1. Review how the Council handles tree works applications – as per item 6.5.

7. **CAEN MEADOW** – Noted that the Clerk has collated a list of all the issues that need addressing. Discussed and agreed the proposal to set up a formal Committee to manage the site, with public meetings, a Terms of Reference and a budget. Frequency of meetings could be monthly to begin with and then quarterly once the major issues had been addressed, although this would be agreed at the Committee. The Committee would be formed of Councillors and interested members of the public. Clerk to publicise the Committee and collect expressions of interest. **ACTION CLERK**

8. **ACTION PLAN:**

8.1. Platinum Jubilee beacon lighting – **Cllrs E Allsop & Ireland** – approx. 500 people attended and the event was considered a great success. Thanks, given to Wroxham Football Club for providing the venue and supporting the venture.

8.2. Agnes Gardner Playground improvements - **Cllr Joynson** – construction work is now complete and a full snag has been completed. Need to monitor the closure time of the self-closing gates. Due to problems on site with levels causing a larger area to be regraded and tarmacked Clerk proposed holding off on renewing the signage until the next financial year. Agreed to start organising an opening event for September. Thanks, given to Cllr Joynson for overseeing the project. **ACTION AGKP GROUP**

8.3. Tree planting – **Cllr Joynson** – discussed the tree report review from Angus Turville. Works need doing including felling trees in Keys Hill Wood and tomographs for veteran trees. Needs to be reviewed in detail and discussed with Target Trees. Further trees will be planted in Caen Meadow but this will be done in the Autumn. **ACTION CLLR JOYNSON**

9. **GOVERNANCE AND ADMINISTRATION – Cllr Everett (Clerk reported in Cllr Everett’s absence)**

9.1. Model Publication – Freedom of Information and Subject Access Requests policy. Following further review of the ICO guidance the Clerk has added in a section on charging an hourly rate for the time spent collating information to respond to vexatious (as agreed in line with the Council’s vexatious policy), repetitious requests and requests that are intended to disrupt the Council. **CLERK TO PUBLISH**

- 9.2. Operation London Bridge – waiting for confirmation from Wroxham Library that they will hold a Book of Condolence on behalf of the Parish Council. Temporary website page needs to be created for immediate posting when the Queen dies. **ACTION CLERK**

10. LIASON WITH OTHER BODIES – Cllr M Allsop

- 10.1. Discussed the official announcement from the Parochial Church Council (PCC) that the Church Hall on Norwich Road is to be put up for sale to raise money to maintain St Mary's Church and to upgrade it to a multi-use building. The hall was opened 99 years ago by public subscription and a generous donation from Agnes Gardner King. It was handed to the Church in 1953 to maintain. Confirmed that the Diocesan Board of Finance are the registered owners of the building. There were complaints about the lack of consultation with the congregation of the Church, the Parish Council and the community.

Concerns expressed about what works are to be done to the Church (Grade I listed) to make it a multi-use facility and how suitable parking would be provided. It was queried whether this had been designed, costed and consulted with the planners. If not, how do the PCC know the Church Hall sale would raise the money required? Concern was raised about traffic coming out of the site if the land was redeveloped for housing and also the impact on the war memorial (which is a Listed building).

The Church Hall is identified as a Community Amenity in the Wroxham Neighbourhood Plan (p39 – COM2). The Parish Council could nominate the site as an Asset of Community Value (ACV) which would then give the community six months to buy the property. The Parish Council do not have the funds in the bank to buy the site. It would need support and funding from the community.

Wroxham's MP Jerome Mayhew has requested a meeting with the Church to discuss. Suggested and agreed to contact the Grandmaster of the Masonic Lodge next door to make them aware. Agreed to formally write to the Rector expressing deep unhappiness that the sale is going ahead, copying to the Bishop of Norwich and Wroxham's MP.

ACTION CLLR M ALLSOP

- 10.2. Noted that the joint Hoveton & Wroxham meeting re the proposed McCarthy & Stone development in Hoveton has had to be postponed. To be reported at the next meeting. However, it is understood that McCarthy & Stone are going ahead with a proposal to build 22 units on the riverside site and that the Tourist Information Centre and public toilets will be relocated within the site.
- 10.3. May BDC Town and Parish Forum – Big Belly bins and planning for alternative energy equipment were discussed. Next Forum on the 10th June has been cancelled.
- 10.4. Sprowston, Thorpe St Andrew, Acle and surrounding areas Community Police Forum – invitation to attend on Thursday 16th May at 6.30pm online. Cllr Everett attended but was not present to report.
- 10.5. Thanked Cllr Everett for attending BDC Jubilee flag raising ceremony on behalf of the community.

11. FINANCIAL MATTERS – Cllr Fiske

- 11.1. Reviewed this period's financial position:
- 11.1.1. Noted total bank balances for period of £70,725.59.
- 11.1.2. Receipts - noted receipts in the period of £1,250.00.
- 11.1.3. Payments - agreed payments of £4,900.43 as recorded below:
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|---|--------------------|---------|
| PC Monitor | Very PC Online | £136.95 |
| Gas bottles for Jubilee beacon | Sea Palling garage | £80.00 |
| Jubilee bunting | E bay | £80.90 |
| Mobile phone bill | Vodafone | £29.82 |
| Footway lighting power - April | Npower business | £37.37 |
| Hand waving flags for beacon lighting event | Hampshire Flag | £111.59 |

Water for Cemetery	Anglian Water Business	£17.03	
Posters & banners for PJ	CIM signs & graphics	£384.72	
Hall hire at the Hub May	Wroxham Hub	£38.00	
Hall hire for PJ meeting	Wroxham Hub	£16.00	
Hall hire at the Hub June	Wroxham Hub	£30.00	
Replace and refix 3 bins at top of Malt house Lane & Church Lane		£275.00	N J Smith
Half page advert in local magazine for PJ	The New Bridge	£90.00	
Remove large fallen oak limb at Caen Meadow	Target Trees	£72.00	
Band hire for PJ event	Taverham Band Norfolk	£200.00	
Fixings for PJ posters - wood, stakes, screws etc	Cllr Peter Mantle		£137.58
Paint & equipment for refurb southerly village sign	Cllr Peter Mantle		£44.42
Internal auditor	Heelis & Lodge	£265.00	
Clerk's payroll	Clare Male	£1,601.58	
Clerk's Tax and NI	HMRC	£546.69	
Clerk's Pension contributions	Norfolk Pension Fund	£635.68	
Clerk's expenses	Clare Male	£26.00	
Clerk's travel	Clare Male	£44.10	

11.2. Audit 2021/22:

- 11.2.1. Noted and agreed the financial statement for 2021/22. Figures as follows:
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|-----------------|---------|
| Opening balance | £61,911 |
| Receipts | £65,400 |
| Payments | £76,182 |
| Closing balance | £51,129 |
- 11.2.2. Noted and agreed the report of the internal auditor. No comments of concern.
- 11.2.3. Considered and agreed by resolution the Governance Statement.
- 11.2.4. Considered and agreed by resolution the Accounting Statement which are the figures for the external audit. All the audit documents will be available on the WPC website.
- 11.2.5. Noted the dates for the exercise of public rights from the 13th June to the 22nd July. (To note that due to an administrative error this will now be the 14th June to 25th July). This is the time the public can inspect the audit by appointment with the Clerk.

12. STREET SPACES

- 12.1. Repainting of village signs – update from Cllr Mantle. Southerly village sign has been refurbished. Thanks to the member of the public who assisted.
- 12.2. Bins on Church Lane at the top of Malthouse Lane – noted all three bins have been refixed on new posts.
- 12.3. Replacing all bin posts – to discuss a proposal to replace all timber posts with recycled plastic in the next financial year. To be rolled over to next Finance committee.

13. RECREATIONAL SPACES

- 13.1. Waste removal in tourist spots – **Cllr M Ailsop**. Update on correspondence with BDC regarding the provision of compactor (Big Belly) bins. BDC will not supply or empty these bins as North Norfolk do for Hoveton, but have offered a 1100l roll top bin in green, with the Parish Council paying the emptying costs. The Clerk applied to take the matter to BDC Scrutiny panel a month ago but has been told that Scrutiny panel is on hold until a new Chair is appointed. Clerk to chase. **ACTION CLERK**
- 13.2. Bin survey – **Cllr Ireland** – reported that no one was available to record when the bins were actually being emptied. To be passed onto the Caen Meadow committee when it is formed.
- 13.3. Caen Meadow – there has been arson to a bench and tree one of the tree enclosures. Both incidents have been reported to the Police. Clerk to make an insurance claim for the concrete bench. **ACTION CLERK**

14. HISTORIC & BURIAL SPACES

- 14.1. War memorial – **Cllr Ireland** – noted that weeding and grouting is ongoing. Thanks to Cllr Ireland for her ongoing work.
- 14.2. Cemetery – **Cllr Mantle**. Update on memorial trees donations in existing Cemetery. Reviewed costs for new flowering Cherry trees in the extension – these have increased substantially since last time. Concern that these may not be so appealing if the dredging lagoon goes ahead (see item 6.2). Agreed the wording for the change to the fee charges. Clerk to publish. Costs for regular advertising in The New Bridge magazine – to be rolled over to the next Finance Committee.

CLERK TO PUBLISH

15. CORRESPONDENCE

- 15.1. Norfolk County Council Local List for Validation of Planning Applications Consultation Draft, 2022: Invitation to respond to our consultation - LLCON/2022/0001. Deadline for comments 11th July.
- 15.2. Invitation to a “Beat Those Bills - Help with Heating and Insulation” from Norfolk ALC on the 26th May.
- 15.3. Notification from Norfolk County council that the Cabinet update on the Norwich Western link will be delayed from June until July 2022.
- 15.4. Complaint from a resident about dogs in the playground at Wherry Gardens. Noted, but this site is owned by Hopkins Homes so not a Parish Council matter until the site is adopted.
- 15.5. Consultation from Norfolk County Council on bus services following a £50m award from the Department of Transport.
- 15.6. Invitation to attend the AGM of the Wroxham Hub on Thursday 23rd June at 12 noon.
- 15.7. Consultation from the Broads Authority on the draft Broads Plan which is the management plan for the Norfolk & Suffolk Broads. Closing date for responses is the 15th July. Further correspondence from Upton PC asking Parish Councils to write to BA about the lack of waste collection points on the Broads. Agreed to meet on this matter and report back at next meeting.
- 15.8. Notification from Norfolk County Council on the final relocation of FP3 from the garden of the Old Police House to the public right of way through Wherry Gardens.
- 15.9. Norfolk County Council - Funding for New Electric Vehicle Charging Points. Notification that Hoveton and Wroxham are to be awarded eight charging points. Clerk clarifying location and will report back.
- 15.10. Correspondence regarding Ultra-Fast Broadband. See item 4.3.1.

ACTION CLLR M ALLSOP

ACTION CLERK

16. ITEMS FOR NEXT AGENDA – 7th July 2022 at 6.30pm.

Meeting closed at 8.20pm
Clare Male, Clerk

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Signed.....

Dated.....