



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 7th July 2022, 6.30pm

Parish Councillors Present: Cllr Philip Everett (Chair), Cllr Barry Fiske, Cllr Sylvia Holyoake, Cllr Angela Ireland, Cllr Ian Joynson and Cllr Peter Mantle.

Also present: Cllr Fran Whymark (Norfolk County Council (NCC), Broadland District Council (BDC) & Broads Authority (BA)); PC Al Jennings (Norfolk Police) and 3 members of the public.

Clerk: Clare Male

1. **ATTENDANCE** - Noted those present and considered apologies for absence from Cllr Elaine Allsop, Cllr. Malcolm Allsop and Cllr Martin Murrell (BDC).
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 **9th June 2022**.
4. **PUBLIC SPEAKING**
 - 4.1. Report from District Council – purchase of the Horizon Centre at Broadland Business Park is going through, hoping to move in late 2022/early 2023. This is the new joint office for BDC and South Norfolk Councils. Estimated to save £600K p.a. Still chasing big belly bins.
 - 4.2. Report from County Council – Integrated Care System began 1st July which joins up health and social care.
 - 4.3. Public speaking – PC Al Jennings reported priorities will be speeding and anti-social behaviour following issues at Caen Meadow and the Agnes Gardener King playground. Posters have been provided to tell the public that foot patrols have been increased. Cllrs to put up in their areas.

ACTION COUNCILLORS
5. **MATTERS ARISING FOR INFORMATION ONLY:**
 - 5.1. Invitation to the 1st Hoveton and Wroxham Scout AGM – 25th July 2022 7.00pm at The Scout HQ, Nobel Crescent, Wroxham – BF & AI to attend.
 - 5.2. ROSPA Playsafety annual report on the AGK playground. Much improved due to the replacement of the gates and the fence. Need to discuss strimming and dismantling of the net swing joint. Tree works to low hanging cherries already ordered and awaiting consent from BDC.

ACTION CLLR JOYNSON
 - 5.3. Noted that a member of the public had identified an issue with WPC email newsletter going out with the incorrect header name. The Governance & Admin group has investigated the matter

and agreed that it was an administrative error by MailChimp (the provider). Confirmed that no emails have been sent incorrectly or email addresses used incorrectly. Suggested that now The New Bridge magazine is up and running the email newsletter duplicates work and should be discontinued. To be carried to the next meeting.

- 5.4. NCC Invitation to "Reclaim the Flood - Flooding, the LLFA (Local Lead Flooding Authority) and Me (27 July 2022)". Clerk to distribute details.
- 5.5. Volunteer/s required to water the flower bed at the southerly village sign for 2 weeks in August whilst Cllr Ireland is on holiday. Clerk to distribute details.
- 5.6. NCC Highways issues – reports from NCC Highways:
 - 5.6.1. Sinkhole on A1151 Norwich Road near Grange Close - previous Anglian Water excavation/reinstatement failed. They have re-camera surveyed their asset again and is all intact/functioning correctly. Natural ground movement elsewhere around the pipe run could have caused the sinkhole but this is very difficult to conclude accordingly. Hopefully there will be no further issues.
 - 5.6.2. Fallen directional sign at the roundabout of A1151 Norwich Road and Salhouse Road. Three-way traffic management will be required to compete the permanent reinstatement works. This will be completed once the given disruption for the sink hole works have eased.
 - 5.6.3. Flooding at the foot of the A1151 Norwich Road River bridge where it crosses the River Bure into Hoveton, outside Norfolk Broads Direct car park. A scheme to alleviate the ongoing flooding at this spot has been talked about for a long time. Options are for a 400mm and 500mm carriageway lifts due to levels. A draft design has been produced, with the current estimated scheme costs totalling £450k which will be presented to a further feasibility roundtable meeting in July.
- 5.7. 4 new applications for works to trees in the Conservation Area:
 - 5.7.1. Agnes Gardner King playground (Wroxham Parish Council project)
 - 5.7.2. Masonic Lodge
 - 5.7.3. St Margaret's House, 1 Staitheway Road
 - 5.7.4. 50 Charles Close
- 5.8. New tree works application to a tree that has a Tree Protection Order: 38, Keys Drive. Fell Lime tree. Broadland District Council application no: 20221041.
- 5.9. New planning application - 62 Charles Close, NR12 8TT. Demolish single storey Garage/Utility and the two single storey rear extensions. Erection of two storey side, front and single storey rear extensions. Proposed rear veranda and front garage. Removal of two trees and extend 1.8m high fencing forward on west boundary. Broadland District Council application no: 20220950. Closing date for comments is the 29th July. (This is an update to a previous application no 20210293 which was granted in June 2021).

6. PLANNING – Cllr M Allsop

- 6.1. Dredging lagoon – the project has been withdrawn from the Broads Authority July planning committee meeting. The reason being given is to give more time to review the proposal. Thanks to Cllr Malcolm Allsop who arranged the visit by the EDP.
- 6.2. Broadland Funeral Services, 102 Norwich Road, NR12 8RY. The removal of existing 15m high monopole with omni antenna (17.5m to top of antenna), replaced with new 20m high monopole and headframe supporting 3No. antennas and 1No microwave dish (20m to top of antennas, 20.46m to top of dish), together with the installation of 1No equipment cabinet and ancillary apparatus thereto. Broadland District Council application no 20220895. Closing date for comments 3rd July. **OBJECT** on the basis of the footprint of the mast moving closer to the adjoining property.
- 6.3. Thatched Cottage, Beech Road, NR12 8TP – replacement garage structure with playroom over. Broadland District Council application no: 20220994. The closing date for comments is the 14th July. Planning group still considering the application. **ACTION PLANNING**
- 6.4. Tree works applications in BA and BDC Conservation Areas:
 - 6.4.1. Greystoke Lodge, 10 Hartwell Road, NR12 8TL. Proposal - T10 Conifer – Remove, BDC application no 20221038
- 6.5. Parish Council's new policy on planning – meeting to discuss was delayed by Covid. Now taken place and policy will be drawn up for the next meeting. **ACTION CLERK**

7. LIASON WITH OTHER BODIES – Cllr M Allsop

- 7.1. **Parochial Church Council (PCC)** – the Council wrote to the PCC, Bishop and Jerome Mayhew MP regarding its objection to the sale of the Church Hall on Norwich Road. No responses have been received.
- 7.2. **Joint Hoveton & Wroxham group meeting** – update on how The New Bridge is progressing. Also noted that work has started on the cottage adjacent to the Kings Head, rumoured to be for a Travelodge. Clerk not aware of any planning application for the site. To follow up. HPC to ask Roys if they intend to resurrect the project to extend the department store, ditto the precinct. Discussed possibility of sharing SAM data. **ACTION CLERK**
- 7.3. **Norfolk Police** – update on various community meetings. As item 4.3.
- 7.4. **Broads Authority** – discussed a response to the consultation on the updated Broads Plan which closes on the 15th July. It is a strategic management plan and therefore doesn't contain any details relating to areas. Will respond with concern about provision of litter bins and public toilets at Staithes. **ACTION CLERK**

8. FINANCIAL MATTERS – Cllr Fiske

- 8.1. Reviewed this period's financial position:
- 8.1.1. Noted total bank balances for period of £67,475.59.
- 8.1.2. Receipts - noted receipts in the period of £1,550.00
- 8.1.3. Payments - agreed payments of £29,013.22, as follows:
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| Ink cartridges | Cartridge Save | £49.06 |
| Clerks mobile phone | Vodafone | £34.19 |
| Energy for footway lighting | Npower | £35.99 |
| Replacement printer for Clerk | Amazon | £273.99 |
| Insurance cover for 2022-23 | BHIB | £847.64 |
| Food & catering services and flood lighting costs | Wroxham Football Club | £282.50 |
| Plants for southerly village sign | Cllr Angela Ireland | £79.25 |
| Mileage for Jubilee jobs | Cllr Barry Fiske | £15.30 |
| AGKP - renovation project | NGF Play Ltd | £21,896.90 |
| AGKP - project - additional levelling and tarmac works | NGF Play Ltd | £2,022.00 |
| Annual playground inspection and additional checklist | Playsafety Ltd | £141.00 |
| Street furniture, AGK playground & Cemetery cleaning | G Garfoot | £160.00 |
| Remove 2 benches from Caen Meadow, dispose and make safe plinths | NJS Norfolk - NJ Smith | £300.00 |
| Footway lighting maintenance | TT Jones Electrical | £13.70 |
| Clerk employment costs | Clare Male | £1,601.38 |
| Clerk employment costs | HMRC | £546.89 |
| Clerk employment costs | Norfolk Pension Fund | £635.68 |
| Clerk's expenses | Clare Male | £26.00 |
| Clerk's travel | Clare Male | £51.75 |
- 8.2. Call for new items of expenditure for the 2023-24 budget. Cllr Ireland proposed landscaping works to the war memorial and a village gardener. Research needs to be done on what alterations can be made to the war memorial as it a Listed Building. To be discussed at the next Finance meeting.
- 8.3. A reminder that the next Finance meeting is the 19th July and that the public can inspect the Council's audit documentation until the 25th July.

9. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 9.1. Norfolk Pension Fund – invitation to attend an Employer's Forum re: the revaluation of the Fund and impact on future contributions. Thursday 21st July at 10am. Cllr Fiske and Clerk attending in person.
- 9.2. Approved the updated Code of Conduct policy. **CLERK TO PUBLISH**
- 9.3. Noted the emergency approval and purchase of a new printer for the Clerk. Have bought a more expensive unit that uses ink in bottles to reduce the overall annual cost.

10. ACTION PLAN:

- 10.1. Agnes Gardner King Playground improvements - Cllr Joynson** – opening event will be Saturday 3rd September – at 10.30am. Councillors to discuss logistics of providing refreshments on site. **ACTION AGKP COMMITTEE**
- 10.2. Tree planting – Cllr Joynson** – noted that work will be ongoing next season in Agnes Gardener King playground, Caen Meadow, St Mary's Church and FP2 (footpath from Park Road to Charles Close). Need maps for proposed new cherry and/or crab apple trees on the southern end of Norwich Road and Preston Close. Clerk will need to apply for a Highways licence. Discussed buying specimen trees, which are currently not in the budget. Would need to ensure that these would be watered. **ACTION CLLR JOYNSON**
- 10.3. Caen Meadow management plan** – Reviewed the draft Terms of Reference for the Committee. This will be reviewed again at the first meeting of the Committee. Agreed to review the number of applications and the number of places on the committee once the closing date has passed – 22nd July. Six expressions of interest to join the Committee so far - closing date 22nd July.
- Possible future projects:**
- 10.4. TROD for FP2 (as part of the wider Wroxham Green Loop project)** – new TROD surface path (a low-cost footpath using unbound material instead of asphalt) in the field section of the Park Road (next to Agnes Gardener King playground) to The Avenue. This arose from discussions with NCC Countryside Access about the tree planting project. The surface in the field section gets very waterlogged in the winter. Indicative surveyors estimate is £30,000 including removing some of the problem tree areas – Leylandi, dead elms etc. Would need to go out to tender for the job. WPC could apply for Parish Partnership funding (see item 13.5) for 50% of the cost. Agreed the concept, and, that in principle, it is a good use of s106 funding but need to review it as part of the 2023/24 budget at Finance committee. Clerk to get more details from NCC for Finance Committee. **ACTION CLERK**

11. STREET SPACES

- 11.1.** Norfolk County Council - Funding for New Electric Vehicle Charging Points. Hoveton and Wroxham are to be awarded eight charging points. Suggested locations so far are Roys, Hoveton village hall and Norfolk Broads Direct. Clerk to propose the library as a second site in Wroxham. **ACTION CLERK**
- 11.2.** Footway light assets certification. Query on dates of current certification – confirm that these have been reviewed and are next due for assessment in 2025.
- 11.3.** FP1 (footpath from Staitheway Road to Norwich Road) – complaint about condition. Issues with a loose step, blocked drain, surface quality including tree roots, overgrown hedge. Clerk to liaise with local residents about hedge and report other issues to NCC Highways. **ACTION CLERK**

12. RECREATIONAL SPACES

- 12.1. Trees** - recommendation from the meeting where the tree reports were reviewed and discussed. Agreed to fell and reduce a number of trees in Keys Hill Wood, Caen Meadow and the Cemetery. Recommendation for more detailed reports and in some cases Picus surveys on veteran oaks and diseased trees agreed. Clerk needs to review budget and complete a grant application. **ACTION CLERK**
- 12.2. Waste removal in tourist spots** – update on Scrutiny panel complaint to BDC. Clerk needs to provide all correspondence on the matter to BDC. Will be completed over the summer recess. **ACTION CLERK**
- 12.3. Agnes Gardener King playground**
- 12.3.1. Tree works ordered for the Cherry Tree overhanging the slide. Conservation consent outstanding from BDC.

- 12.3.2. Noted the graffiti attack on the weekend of the 25/26th June. Reported to police and patrols will be stepped up in this area, including plain clothes. Gave a vote of thanks to the member of the public who cleaned it off.

12.4. Caen Meadow:

- 12.4.1. Update on bin collections frequency. Order for three collections in place but not yet been actioned by BDC. Sometimes only one collection per week.
- 12.4.2. Reported on arson to a chair that was stolen for a local property and then set on fire. Noted this has been reported to the police.
- 12.4.3. Noted two benches have been removed as they were considered to be not viable to repair in the long time and unsafe. The new Caen Meadow committee can review their replacement once it is set up.
- 12.4.4. Noted that, following professional advice, the grass will no longer be cut under the veteran oaks

13. CORRESPONDENCE

- 13.1. Contact from the (George) Formby Society, wishing to arrange a group visit to Wroxham.
- 13.2. Query about WPC's grass cutting contract along The Avenue.
- 13.3. Norfolk County Council Norwich Western link update.
- 13.4. Noted an enquiry from a company looking for space to run a Day Care service in Wroxham – passed to the Church Hall.
- 13.5. Invitation to bid for Parish Partnership funding from NCC. Covers 50% contribution to small lengths of formal footway, trods (a simplified and low-cost footway), improved crossing facilities, improvements to Public Rights of Way and flashing signs to tackle speeding (SAM2). Closing date 9th December. See item 10.4.

- 14. **ITEMS FOR NEXT AGENDA** – 8th September 2022 at 6.30pm.
Operation London Bridge update, BDC Town & Parish Forum (13th July), Action Plan update.

Meeting closed at 8.00pm
Clare Male, Clerk

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Signed.....

Dated.....