



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 2nd December 2021, 6.30pm

Parish Councillors Present:

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

1 member of the public was present.

Clerk: Clare Male

1. **ATTENDANCE** – apologies were received from Cllr Fran Whymark (Norfolk County Council (NCC) & Broadland District Council (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.
Item 6.3 - Cllr Fiske declared he wishes to include Staithe Way Road in the 20 is plenty project and he lives in the road.
3. **MINUTES OF PREVIOUS MEETING** - agreed the accuracy of the final minutes of the Parish Council meeting of the **4th November 2021**.
4. **PUBLIC SPEAKING**
 - 4.1. Received a written report from Cllr Fran Whymark for NCC & BDC:
 - 4.1.1. Norfolk libraries are supporting start-up businesses through the Business and Intellectual Property Centres (BIPC). Contact email: bipcnorfolk@norfolk.gov.uk.
 - 4.1.2. NCC have received £6.7m through the Government Household Support Fund and will work with BDC, voluntary groups and schools in our area to make sure that individuals and families who need support get the help they need. Go to www.norfolk.gov.uk/wintersupport for more information.
 - 4.1.3. NCC are undertaking a budget consultation. The proposal is a rise of 1.99% Council Tax and 1% adult social care, with savings of £31.1m. Have your say at www.norfolk.gov.uk/budget.
 - 4.1.4. NCC and Waterstones have launched the 2021 Giving Tree. Go into Waterstones, Norwich you will see the tree with children's requests on tags. You can take a tag, buy a book and the staff will make sure the child(ren) get their book for Christmas. You can also buy online. For a full set of wishes email norwich@waterstones.com with 'Giving Tree Appeal' in the subject line.
 - 4.2. A review of crime figures and any update from **Norfolk Police** – none received.
 - 4.3. Public speaking - to allow the public to speak on any Parish matter up to 5 minutes each and not exceeding 15 minutes in total.

- 4.3.1. A request that Agnes Gardener King's full name is used. Noted and apologies for any offence caused.
- 4.3.2. Request for a safety barrier at the end of the footpath that links the Norwich Road to Staitheway Road (FP1). Clerk to raise with Highways. **ACTION CLERK**

5. MATTERS ARISING FOR INFORMATION ONLY:

- 5.1. Apology from Roys about the amount of rubbish on and around the garage forecourt.
- 5.2. Broads Authority – review of Local plan. Request to review a spreadsheet summarising settlement and their services. Clerk has responded.
- 5.3. Broads Authority – agreed to write to Wroxham's MP to support South Norfolk Council's request for a formal enquiry by DEFRA. **ACTION CLLR M ALLSOP**
- 5.4. Litter picking update – delayed start due to problems with number of offenders attending. Maintain a watching brief. Clerk has been contacted by the Youth Offending Team who can offer a similar service.
- 5.5. Caen Meadow signage – work is ongoing with a proposal expected for the next meeting.
- 5.6. The Bridge Magazine - correspondence from the Wroxham Benefice confirming that they will not be continuing with The Bridge magazine (which covered Wroxham, Hoveton & Belaugh) following the death of the editor. Agreed to liaise with the "Just Wroxham & Coltishall" magazine to ensure all Wroxham news is covered. To maintain a watching brief and to encourage Hoveton Parish Council to do the same.
- 5.7. Wroxham Church Hall - it is understood that the Wroxham Parochial Church Council (WPCC) intends to sell the Church Hall on Norwich Road because it is in poor condition and they wish to release the funds. Reported that the Parish Council is liaising with BDC regarding the options to either prevent the sale or to see what can be done to keep the site in community use. Agreed that the WPCC has been negligent in maintaining the Hall. The Parish Council offered to run and/or support the Hall in 2018 and 2021 to secure it for the Community, both offers were turned down by the Benefice. Agreed Clerk to seek written confirmation from the WPCC that this is their intention and then to research making a formal complaint to the Charities Commission. Agreed to use social media to gauge residents opinions.

ACTION CLERK

6. ACTION PLAN:

- 6.1. Agnes Gardner King Playground improvements - **Cllr Joynson**. Agreed to accept the final detailed quotation from NGF for fencing, gates, new path, new safety matting and a number of other minor works. Noted that the Contractor would be unable to start work until April. Clerk to issue order. Noted that the bulk of the tree work has been completed, although Target require access to complete some high-level work. **ACTION CLERK & CLLR JOYNSON**
- 6.2. Village trees – **Cllr Joynson** – Angus Turville, Wroxham's tree warden, has submitted an order to BDC for small trees. Intend to make a start in the playground – need to review drainage runs. Clerk communicated recent news from BDC that cash grants are available to support the purchase of specimen trees and associated costs – stakes, guards etc. **ACTION CLLR JOYNSON**
- 6.3. 20 is Plenty on The Avenue – **Cllr Fiske** – agreed to add Staitheway Road to the project. Noted there are 86 properties on the two roads, with two bins each; agreed one sticker per bin, 172 stickers in total. Agreed to purchase metal signs with a child's drawing of a snail and "20 is plenty". Agreed to spend for both and Clerk to purchase. Agreed that distribution would be via a stall at the library for collection. To advertise on social media and noticeboards. **ACTION CLERK**
- 6.4. Parish Online – **Clerk** – one expression of interest in finding out more about the project. Clerk to liaise. **ACTION CLERK**
- 6.5. Platinum Jubilee – **Cllrs E Allsop & Ireland** – discussed venues and agreed that the Wroxham Football Club is the best option. Councillors have been corresponding with the Football Club and they are seeking committee approval for the proposal. Discussed using a gas beacon or a bonfire. Agreed to book a piper and the Taverham Town Band. Discussed involving local schools to perform the "Jubilee song". Once the venue is confirmed then further plans can be

made and the event registered. Agreed to accept a quote for the Jubilee flower bed, edged with bricks. Clerk to order.

ACTION CLERK

7. PLANNING – Cllr M Allsop

- 7.1.** Revised planning application - Land at The Thatched House, Beech Road, NR12 8TW. Erection of a detached two storey dwelling with associated access and landscaping. Broadland District Council application no 20210812. These amendments take the form of revised access details and layout with additional tree details. Deadline for comments to BDC is the 7th December. Agreed to continue to OBJECT, based on the same grounds as before.

8. FINANCIAL MATTERS – Cllr Fiske

- 8.1.** Reviewed this period's financial position:

8.1.1. Noted total bank balances for period of £84,245.73

8.1.2. Receipts – noted there were no receipts in the period.

8.1.3. Payments - agreed payments of £12,375.27 as follows:

Power connection for Christmas tree	Amey	£471.41
Clerks mobile phone bill	Vodafone	£28.09
Replacement memorial plaque	Brunel engraving	£26.40
Emptying roll top bin at Caen Meadow	Biffa bin	£79.44
Water supply to the Cemetery	Wave (Anglian Water)	£3.60
Practitioners' Conference for Clerk	Society of Local Council Clerks	£90.00
Noticeboard for Cemetery	Whitehall Direct Ltd	£742.80
Topple testing at Cemetery & St Marys Church	Abbey Memorials	£441.60
Replacement glass for bus shelter	Norwich Glass Company	£231.59
Hall hire	Wroxham Hub	£38.00
Replacement deck for climbing frame	Wicksteed	£1,546.56
Various project works for Cemetery & AGKP and grass cutting for 2021	Shaun Hearn	£3,220.00
Staff salary, tax, NI & Pension	Clare Male	£1,588.12
Staff salary, tax, NI & Pension	HMRC	£501.84
Staff salary, tax, NI & Pension	Norfolk Pension Fund	£612.78
Staff salary, tax, NI & Pension	Clare Male	£1,587.92
Staff salary, tax, NI & Pension	HMRC	£502.04
Staff salary, tax, NI & Pension	Norfolk Pension Fund	£612.78
Clerk's travel Nov	Clare Male	£24.30
Clerk's expenses Nov	Clare Male	£26.00

- 8.2.** Noted minutes of the Finance meeting of the 23rd November.

- 8.3.** Agreed the precept for the next financial year 2022-23 as per the strategy agreed in November 2020, increasing the precept by 10%. This will increase band D payments by £6.00 per annum per rateable property. Clerk to submit to BDC.

ACTION CLERK

9. STREET SPACES

- 9.1.** Grit bin – agreed additional grit bin for Charles Close and Park Road. Discussed Castle Street bin in detail and agreed that as there is already a bin on Church Lane it cannot be justified – to maintain a watching brief. Agreed smaller size bins would be suitable. Agreed locations and that a MOU will be required for bins required on private land. Agreed that Cllr Mantle will design and order stickers advising the public to use the bins.

ACTION CLERK & CLLR MANTLE

- 9.2.** Agreed and signed the Memorandum of Understanding between Norfolk County Council Highways and Wroxham Parish Council for the mounting of SAM2's on Highways posts at eight locations across the Parish. Clerk to submit.

ACTION CLERK

- 9.3.** Noted that NCC Highways have agreed to put up warning wildlife signs on The Avenue.

10. RECREATIONAL SPACES

- 10.1. Caen Meadow:
 - 10.1.1. Noted that the Biffa bin has been removed.
 - 10.1.2. Cllr Ireland met with Veolia to discuss bin options but proposals have yet to be submitted.
 - 10.1.3. Noted that there has been no reply from BDC over its bin provision and collection policy. Cllr M Allsop to chase Cllr Whymark. **ACTION CLLR M ALLSOP**

11. HISTORIC & BURIAL SPACES

- 11.1. Betts memorial bench – thanks were made to Cllr Mantle for organising the event and also thanks to others who contributed to this event.
- 11.2. St Mary’s church grass cutting – noted that the current contractor does not wish to renew for 2022. Exploring rewilding areas to reduce the volume and complexity of the job. To report at the next meeting. **ACTION CLLR MANTLE**

12. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 12.1. Reviewed and agreed the Volunteers’ policy for introduction in January. Clerk to draw up risk assessments and publish. **ACTION CLERK**

13. EVENTS

- 13.1. Thanks to all those who took part with the wooden crosses and contributed to the Remembrance Sunday parade. Noted complaints, but intend to grow on this event next year.
- 13.2. Christmas trees – thanks to Contact electrical for installing the power connection free of charge. Tree will be collected and installed by the 8th December.

14. LIASON WITH OTHER BODIES – Cllrs M Allsop

- 14.1. Norfolk Police Priority Setting Meeting for Wroxham, Rackheath, Salhouse and surrounding parishes was attended on the 30th November. As requested at this meeting WPC took a poll on FB that showed that speeding and road safety are residents’ priorities. A new Beat Manager, Al Jennings, has been appointed for the village. Contact details to go on social media and the noticeboards. SAM2 speed camera details will now be sent to him for monthly review. **ACTION CLLR M ALLSOP & CLERK**
- 14.2. Discussed the Rackheath North development and the need for a cyclepath linking northwards with Wroxham and Salhouse. Await further information from Cllr Whymark.

15. CORRESPONDENCE

- 15.1. Query from resident as to when the speed limit signs on the Salhouse Road will be relocated. Noted that a public consultation, legal adoption and then the physical works have all yet to take place, so it is likely to happen in spring 2022.
- 15.2. Request from resident for pedestrian warning triangles on the Salhouse Road to alert motorists to residents crossing from Wherry Gardens. Clerk to discuss with Highways. **ACTION CLERK**
- 15.3. Message from a member of the public to say that there are no electric car charging points in Wroxham and therefore they are unable to holiday here. Clerk has researched NCC policy and it relies on the private sector supplying points, however there are grants available to contribute to their installation in public spaces. Possible options were discussed and Wroxham Library and Norfolk Broads Direct were discussed. Clerk to contact Cllr Fran Whymark and Norfolk Broads Direct. **ACTION CLERK**

- 16. **ITEMS FOR NEXT AGENDA** –. Platinum Jubilee, Church Hall, community magazine and the legal documentation for Wherry Gardens. Next meeting is the 3rd February 2022 at 6.30pm

Meeting closed at 8.15pm
Clare Male, Clerk

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Signed Date.....