



FULL COUNCIL MEETING - FINAL MINUTES

A meeting held in the Hub on Thursday 7th October 2021, 6.30pm

Parish Councillors Present:

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

Also in attendance: Cllr Fran Whymark (Broadland District Council (BDC), Norfolk County Council (NCC) & Broads Authority (BA)) (part), Cllr Martin Murrell (BDC).

1 member of the public was present.

Clerk: Clare Male

1. **ATTENDANCE** – apologies received and accepted from Cllr Angela Ireland.
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 **2nd September 2021**.
4. **PUBLIC SPEAKING**
 - 4.1. A report was given by Cllr Martin Murrell from the District Council.
 - 4.1.1. Waste contract awarded for the next 10 years, includes new bins and fuel with a 98% carbon reduction. Currently District in County with highest rate of recycling.
 - 4.1.2. Warm Homes scheme – have additional funding.
 - 4.1.3. Construction of a new Food Innovation Centre at Easton has now begun.
 - 4.1.4. Resettlement of Afghan refugees – have secured 7 properties, looking for a further 3 properties and private landlords can contact BDC if they are able to assist. Also looking for donations of furniture and other items.
 - 4.1.5. Rackheath medical practice – will open in 2024. Contract to provide the service will be awarded in early 2022.
 - 4.2. A report was given by Cllr Fran Whymark from District, County Councils & BA.
 - 4.2.1. BA reviewing update to Local Plan. Looking for recommendations for local area. Discussed more properties for the elderly and improving the Station Road site in Hoveton.
 - 4.2.2. The objection to the 50mph TRO on the Salhouse Road has been retracted by Salhouse Parish Council.
 - 4.2.3. Norfolk Autism Partnership – new eLearning on autism, important for everyone who deals with the general public - <https://www.norfolkautismpartnership.org.uk>.
 - 4.2.4. New Domestic Abuse Act has passed through parliament. BDC now have a duty to house anyone who comes to them as homeless through domestic abuse. Refuge space inadequate and this is being reviewed.

- 4.3. A review of crime figures and any update from **Norfolk Police**. None sent.
- 4.4. Public speaking - to allow the public to speak on any Parish matter up to 5 minutes each and not exceeding 15 minutes in total. Thanked the Parish Council for their dedication and professionalism. Concern that the permissive pathway through Norfolk Broads Direct (NBD) is unsafe and would like the route improved. Agreed the Clerk will contact NBD.

ACTION CLERK

5. MATTERS ARISING FOR INFORMATION ONLY (21:20 recording)

- 5.1. Complaint from a resident re seven dead Sycamore trees at the top of Caen Meadow. Agreed to accept a quote to cut them down and stack the wood for habitat. **ACTION CLERK**
- 5.2. Complaint from a resident about the positioning of street name signs in Wherry Gardens. Described as misleading and creating problems for delivery drivers. Forwarded complaint to BDC who are going to look into it.
- 5.3. Complaint from a resident re a fallen 30mph sign in Charles Close, now reported to NCC.
- 5.4. New planning application - Muscat House, 171 Norwich Road, NR12 8RZ – 20211766. Revision to application in June 2021. Deadline for comments 30th October.
- 5.5. Noted the removal of barriers on FP2 (footpath between Park Road and The Avenue).
- 5.6. Noted that the request to investigate registering the permissive footpath through Norfolk Broads Direct has been withdrawn.
- 5.7. Renovation of Park Road bench – outstanding. **ACTION CLLR MANTLE**
- 5.8. New Defib signage - outstanding. **ACTION CLLR JOYNSON**

6. ACTION PLAN:

- 6.1. Wherry Garden adoption – **Cllr Fiske**. Paperwork completed except an outstanding fee agreement is still outstanding from Hopkins Homes solicitors. Agreed that area H will be adopted as part of the s106. Noted correspondence with Highways over delegated grass cutting of s38 areas, will review this at a later date.
- 6.2. Cemetery improvements and extension - **Cllr Mantle**. Noted that the consecration date agreed with the Bishop of Thetford as the 23rd March 2022. Noted that a new memorial bench has been installed in memory of a local firefighter. There will be an official unveiling on the 30th November. Agreed to have a site meeting to agree a location for a new name sign. **ACTION CLERK**
- 6.3. Agnes Gardner Playground improvements - **Cllr Joynson**. Agreed to approve the tree works quote for preparatory works, including Conservation Area consent. Agreed the specification for the tender. Clerk to publish. Tesco grant award ongoing. **ACTION CLERK**
- 6.4. Caen Meadow and Trafford Memorial Ground Management plan – **Cllr Everett**. Agreed to set up a site meeting to review. **ACTION CLERK**
- 6.5. Wroxham in Bloom – **Cllr Ireland**. See 6.6.
- 6.6. Reviewed and signed off the final proposal for projects for next financial year as proposed in the Action Plan 2022-23. In addition, agreed Cllr Joynson's proposal for tree planting this winter season as per Tree table rev 3.

7. PLANNING – Cllr M Ailsop

- 7.1. 4 Park Road, NR12 8SB. Erection of garden room cabin. Broadland District Council application no is 20211265. Closing date for comments 4th October. No objection.
- 7.2. Closeburn, Beech Road. Replace bay window with French window plus new decked terrace to west elevation. Broads Authority planning application number BA/2021/0355/HOUSEH. Closing date for comments is the 5th October. No objection.
- 7.3. Redwoods ,3 Hartwell Road, NR12 8TL. Proposed single storey front porch and balcony. Broadland District Council planning application and the number is 20211655. Closing date is 8th October. No objection.
- 7.4. 36 Charles Close, NR12 8TU. Front porch extension, rear lounge and kitchen extension with first floor bedroom and en-suite. Broadland District Council (BDC) application no: 20211680. Closing date for comments is the 15th October. No objection.
- 7.5. Prior Thatch, Beech Road. Replacement gates to driveway entrances. Broads Authority application number BA/2021/0312/HOUSEH and the deadline for comments is the 19th October. No objection.

8. FINANCIAL MATTERS – Cllr Joynson

- 8.1. Reviewed this period's financial position:
- 8.1.1. Noted total bank balances for period of £65,760.75
 - 8.1.2. Receipts - noted receipts in the period of £200.
 - 8.1.3. Payments - agreed payments of £4,242.56 as recorded below:
 - A4 printer paper - box Zoro £26.99
 - Memorial bench Wealden benches £649.85
 - Clerks mobile phone Vodafone Ltd £34.09
 - Empty roll top bin Caen Meadow Biffa Waste Services £79.44
 - Fixing rods for memorial bench Wealden benches £70.95
 - Crosses and wreath for Remembrance Sunday RBL £166.00
 - External audit fees PKF Littlejohn £360.00
 - September room bookings The Hub £28.00
 - October room bookings The Hub £30.00
 - Clerk Wifi issues Wroxham computers £55.00
 - Street light maintenance TT Jones £13.50
 - New box for defib Cllr Ian Joynson £4.25
 - 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
 - Staff salary, tax, NI & Pension Clare Male £58.05
 - Staff salary, tax, NI & Pension Clare Male £34.90
- 8.2. Noted the draft minutes of the Finance committee of the 21st September.
- 8.3. Audit – noted the return of the audit from PKF Littlejohn. No issues identified. Final documentation has been published.

9. STREET SPACES

- 9.1. Village sign – to discuss the feasibility of lighting up the sign at night. To be carried over to the next meeting.
- 9.2. NCC Highways – update on the flooding before the river bridge on the Norwich Road. Clerk in contact with Highway's engineer. They have developed a scheme which will be reviewed at a Norfolk County Council board in mid-October.
- 9.3. Biffa bin – Church Lane, unable to collect due to blocked road on 13th September. To be reviewed as part of the Caen Meadow Management plan.

10. GOVERNANCE AND ADMINISTRATION – Cllr Everett

- 10.1. Roles & responsibilities – to thank Cllr Joynson for his long-standing Chairmanship of the Finance committee. Approved the proposal to change the Finance committee to the Finance & Budget Responsibility committee and to nominate Cllr Fiske as Chair. Clerk to update roles and responsibilities document. **ACTION CLERK**
- 10.2. To approve the new Code of conduct policy. To be carried over to the next meeting.

11. EVENTS

- 11.1. Update on plans for Remembrance Sunday and the plans for RBL wooden crosses. Currently have 75 names for wooden crosses. Tommy will be installed next to the central village sign.
- 11.2. Queens Platinum Jubilee June 2022 – discussed the invitation to participate in the Jubilee beacons, including possible venues. Will create a Wroxham in Bloom a Flower Festival to celebrate the event and have a Jubilee oak tree.
- 11.3. Christmas trees – discussed plans for this year's tree. Agreed to fit an external socket to the Church Hall to provide power. If this site is a success this year will consider a permanent tree in the war memorial grounds going forward.

12. LIASON WITH OTHER BODIES – Cllr M Allsop

- 12.1. Report from the Wroxham & Hoveton Alliance. Discussed improvements to Station Road, Hoveton and still waiting for a site visit on the Market Town Improvement strategy.

- 12.2. Report from the Norfolk Police Priority Setting meeting for Wroxham & Rackheath - Monday 27th September. It has been agreed that Cllr Everett will sit on the selection panel for a new Beat Manager.
- 12.3. Discussed the future of The Bridge Parish Magazine following the death of the editor, Val Ovenden. To maintain a watching brief.
- 12.4. Discussed the sudden closure of the Wroxham & Hoveton Good Neighbour Scheme.
- 12.5. Noted discussions with Salhouse Parish Council on the Wherry Gardens/Salhouse Road 50mph TRO. See item 4.2.2.

13. CORRESPONDENCE

- 13.1. Contact from a resident in Nobel Crescent who would like a “No access to Wroxham” sign at the entrance to the road to stop cars turning. Agreed to ask NCC Highways for a cul de sac sign.
ACTION CLERK
- 13.2. Contact from a resident about parking problems on Keys Drive, opposite Trafford Walk and request for a resident only parking area. Cllr Joynson met with resident to discuss. Discussed signage in Church Lane and also garages on Keys Drive. Clerk to contact BDC and enquire if they are in use.
ACTION CLERK
- 13.3. Request from a resident for wildlife signs on The Avenue and Staithe Way Road. Agreed to ask NCC Highways.
ACTION CLERK
- 13.4. Broadland District Council’s Gambling Policy 3-year review consultation – deadline 1st November. Noted.
- 13.5. Notification from NCC that a new section of footpath has been adopted through Wherry Gardens. Noted.

14. **ITEMS FOR NEXT AGENDA** – 4th November at 6.30pm. Final decision on location of Xmas tree.

15. **CLOSE SECTION OF THE MEETING** - Approved the Clerks’ appraisal and an additional salary point.

Meeting closed at 8.00pm
Clare Male, Clerk

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Signed.....

Dated.....